

**Guidelines for Student Exhibition Applications:  
Michael O'Brian Exhibition Commons  
Proposals Deadline: mid September 2019, mid January 2020**

*The Michael O'Brian Exhibition Commons (MOEC) provides the opportunity for ECU's community to present exhibitions to the public, including those related to curriculum and student work. The MOEC is made up of three spaces: Galleries 1, 2, and 3, in addition to the RBC Media Gallery. Exhibitions may utilize one, two, or all of these spaces, depending on their scope. This means that it is also possible for multiple exhibitions to run concurrently.*

*Student Exhibition calls occur twice per year, in the early Fall and Spring Semesters.*

*Exhibition programming for the MOEC is organized by the student-led MOEC Exhibitions Committee, in partnership with the Libby LeshGold Gallery and the Emily Carr Students Union (ECSU).*

*The MOEC is generously funded by Michael O'Brian.*

*\*Please note this is the guide for Student Exhibition Applications. For staff/faculty/students wanting to request an exhibition/event, please see the **Guidelines for University-wide Exhibition/Event Bookings.***

How to submit:

1. Applications in the form of a proposal should be submitted in a digital .pdf file. Proposals are reviewed and selected by the MOEC Exhibitions Committee. The selection process for student exhibitions is highly competitive so please provide as much detail as possible in support of your proposal.

2. Proposals should contain:

a) Application Information:

- i. Title + date of proposed exhibition
- ii. Name of curator or key organizers responsible for the exhibition
- iii. Contact number + email for the above

b) Detailed curatorial statement outlining the thematic concept of proposed exhibition

c) Names of participants + disciplines with an articulation of how their work addresses the exhibition concept

d) A minimum of 5 + a maximum of 20 images +/- or video clips of work that will appear in the show, along with title + dimensions of individual works.

e) How the use of space is envisioned, including a map of the Exhibition Commons that shows where you envision the works being placed.

**3.** All proposals will be reviewed on the basis of merit, quality of work, and content as it relates to the stated theme or objective. Professional proposals are expected.

**4.** Proposals for the Exhibition Commons should suggest group exhibitions only. Solo exhibitions are not feasible due to high demand + limited space.

**5.** MOEC programming will reflect the diversity of disciplines taught within the institution, at the various levels of student development. Note: Show organizers are eligible to receive up to \$100 reimbursement from the Emily Carr Students' Union for exhibition costs (excluding alcohol). Please keep all original itemized receipts (credit card slips cannot be accepted). If students have ideas for projects in the Exhibition Commons that require additional funding, they can contact the ECSU for assistance with a more detailed grant funding request.

**6.** Artwork proposed should not insite hate or cultural appropriation.

**Proposals must be in a single .pdf +  
Emailed to studentexhibitions@ecuad.ca**

## **Please read the following Terms of Exhibition prior to application:**

- 1.** The artwork to be exhibited should be the same as that selected by the MOEC Exhibition Committee. Any deviance from this without the approval of the committee is subject to removal.
- 2.** The artwork must not present any kind of health or safety hazard. This also applies to the materials used in the work's production. Modification or removal may be necessary if the work is deemed to present such a hazard.
- 3.** Artworks must not block or obstruct hallways, exits, doorways, stairwells, emergency phones, fire alarms, fire extinguishers, etc.
- 4.** All areas used for the purposes of exhibiting artworks must be returned to their original condition in a manner that is satisfactory to the Libby Leshgold/Exhibitions Office or a representative thereof. This includes filling and sanding holes, as well as painting over any marks made during de-installation of work. The white paint approved for use in the gallery will be supplied to you for this purpose but all other materials and tools must be supplied by the exhibitors. Precautions must be taken to avoid getting paint on the floor.
- 5.** Only installation materials approved for use are allowed. Nails and screws used should be no longer than 30mm. Glue, double-sided carpet tape and double-sided foam tape may not be used for installation. If you are unsure about the use of any installation materials please consult with the Exhibitions Technician/Installation Coordinator, [Kevin Romaniuk](#), prior to use. To ensure best practices, technicians are available to assist with install.
- 6.** Artwork must be installed on the approved start date and removed on the approved end date. If artwork is not removed on the agreed upon date, it will be removed and the exhibitor will be charged a fee by JCI. There are no exceptions to this rule unless prior arrangements have been approved.
- 7.** Exhibitors requiring the use of equipment such as computers, monitors, projectors, speakers, etc. must make their own arrangements for the loan of these from [Media Resources](#). Securing equipment is not the responsibility of the MOEC Exhibition Committee or the Libby Leshgold gallery. For assistance securing equipment please

consult with Exhibition Technician/Installation Coordinator [Kevin](#).

**8.** Exhibitors requiring the use of plinths or other exhibition furnishings must make arrangements for their use prior to the start of installation. There is no central storage for plinths and it should not be assumed that the Libby Leshgold gallery can provide them for use.

**9.** Emily Carr University is not responsible for the theft or damage of artwork on display within its galleries and public spaces.

**10.** If selected, contact [Cate Rimmer](#) at the Libby Leshgold Gallery to sign an Exhibition Contract.

## FAQs

**1. Where can I get paint?**

Paint is supplied by the Libby Leshgold Gallery. Contact technician Kevin Romaniuk.

**2. Where can I get plinths?**

There is no central storage for plinths. Students are in charge of providing their own plinths.

**3. How long do exhibitions run?**

Exhibitions usually run for an average of 10 days, with a day or two on either side for install/de-install.

**4. What are the hours of the MOEC?**

The hours of the MOEC are the same as the hours of the school, as follows:

HOURS	<i>Fall to Spring (Sept. 1 2019-May 31)</i>	<i>Summer Hours (June 1 - Aug 31)</i>
Monday	7:30am - 11pm	7:30am - 11pm

Tuesday	7:30am - 11pm	7:30am - 11pm
Wednesday	7:30am - 11pm	7:30am - 11pm
Thursday	7:30am - 11pm	7:30am - 11pm
Friday	7:30am - 11pm	7:30am - 6pm
Weekends	8:00am - 11pm	8:30am - 6pm
Statutory holidays	Closed	Closed
Dec 23 - Jan 1 2020 Closed		

**5. Can we get a liquor license for the opening?**

Unfortunately students are not able to acquire a liquor license for openings.

**6. Can I propose the use of the RBC Media Gallery for my show in the MOEC?**

Yes. Please note the RBC is booked separately from the MOEC and artworks that require the use of darkened space will be given precedence.